



# Agriculture Career Network (AgCN)

The 12 “How Do I?” for the AgCN for a Teacher (Cheat sheet)

## 1. How do I access the AgCN?

- Log in to [www.ffa.org](http://www.ffa.org)
- “Click” “AGCN SIGN IN” (located at the top of the web page)
- Enter username and password in the sign in box “Click” sign in (this will take you to the instructors homepage)

## 2. How do I reset my password in the AgCN?

- “Click” the Reset My Password in the Sign in box

## 3. How do I add a new agricultural education student / FFA member in the AgCN network?

- “Click” the **Roster Renewal** menu bar in the Instructor’s Portal
- In the last section of the page title New Students Click Add New
- Enter student Last Name, First Name, Email, Membership Type, Invitation
- “Click” Save new or
- Use the clipboard and paste from short of long Excel form

## 4. I have my students in the roster, so now how do I invite them?

- Go to the **Roster Renewal** menu bar in the Instructor’s Portal
- “Click” Reprint Invitations
- Either print from your browser window and print all invitations, OR copy and paste the selected invitations into a word document and print only the ones you want.

## 5. How does a student create an account in AgCN?

- After the student receives the invitation from AgCN as an email or hard copy, they login to the website on the invitation (not the regular login page)  
<https://www.ffa.org/pages/invitation.aspx>
- Enter the chapter ID and Invitation Code provided on the invitation
- “Click” on Submit
- Set up user name, password with 7 letters and characters, password security question.
- “click” on Submit and the login page will appear
- Use login information to create account

## 6. How do I reset a student’s password?

- If student has an email account, they can click on “reset password” on the AgCN login page.
- If student doesn’t have an email account or cannot remember it, then “Click” on the **Manage Student** menu bar in the Instructor’s Portal
- “Click” on the student’s name and the reset options will appear

- d. Create a password with seven letters and characters that is easy to remember **ffa@1928**
- e. Send (or tell) student new password.

**7. How do I add news from the local chapter in the AgCN network?**

- a. "Click" on the **News** tab in the Instructor's Portal
- b. "Click" on Add new item
- c. Fill out Title, Start, End, Body, and Posted by and "Click" SAVE

**8. How do I add a new agricultural education class into the AgCN network?**

- a. "Click" on the **Ag Courses** menu bar in the Instructor's Portal
- b. "Click" on the Add New tab
- c. Fill out requested fields, Course Title, Course Description, Local Description, select the AFNR course of study and hours. "Click" Save new

**9. How can I ask specific questions for my students in the AgCN network?**

- a. "Click" on **Manage Fields** menu bar in the Instructor's Portal
- b. "Click" on New
- c. Select member level "Student" and the Data Title and "Click" Save New

**10. How do I add a new subscription for the New Horizon magazine?**

- a. "Click" on the **Subscription** menu bar in the Instructor's Portal
- b. "Click" on the New box
- c. "Click" on the New Horizon box
- d. Add requested information
- e. "Click the New Save box

**11. How do I add information about local FFA dues and where?**

- a. "Click" on the **Program Profile** menu bar in the Instructor's Portal
- b. Under Program Demographics add the dollar amount in the dues box
- c. "Click" the update button at the bottom of the pages

**12. How do I add items to the Calendar?**

- a. "Click" on the **Calendar** menu bar in the Instructor's Portal
- b. Add items to the Calendar by double-clicking the date.
- c. Enter Title, Location, Start Time, End Time, Description, Category, All Day Event, Recurrence
- d. "Click" Save at the bottom of the page